



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5E-0104
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Tractor Operataor
WG-5705-06

Promotion Potential: NONE

Employment Type: Full-time - Permanent

Grade and Salary Range:
WG-06 \$15.47 Per Hour

Location of Position:
ARS, NAA, Appalachian Fruit Research Station,
Innovative Fruit Production, Improvement and
Protection, Kearneysville, WV

Who Can Apply:
All U.S. Citizens (Local Commuting Area Only)

Opening Date: February 28, 2005

Closing Date: March 7, 2005

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Janie E. Carr
(301) 504-1414

Location Contact Information:
Maryanne Cage
(304) 725-3451

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Janie E. Carr
5601 Sunnyside Avenue, Stop 5104
Beltsville, MD 20705-5104
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

COMPLETION OF ATTACHED QUESTIONNAIRE REQUIRED

PHYSICAL EXAMINATION MAY BE REQUIRED PRIOR TO APPOINTMENT

APPLICANTS MUST INDICATE POSSESSION OF A VALID STATE-ISSUED MOTOR VEHICLE OPERATOR'S LICENSE.

Major Duties:

This position provides land management support for research conducted at the Appalachian Fruit Research Station (AFRS) in Kearneysville, WV. AFRS has approximately 350 acres of research orchards and 150 acres in non-crop land. Incumbent operates small to heavy field-type tractors used in orchard maintenance work. Most of these tractors are equipped with 8 forward gears P.T.O used for attachments such as mowers, fertilizer spreaders, sprayers, rotovators, front-end loaders and related equipment used in orchard and field work. Incumbent operates a variety of farm machinery including small and heavy duty tractors in performing the more routine crop production work in plots and the field; operates government motor vehicles, including cars, pickup trucks and other trucks up to and including GVW of 25,000 lbs to haul supplies, materials, equipment, crops, soil, gravel, etc; prunes and trim trees according to directions; transplant trees and other plants; and performs a variety of laboring tasks such as hand planting, cultivating, and harvesting experimental crops; cutting trees, brush, etc.

Working Conditions and Other Considerations:

PHYSICAL REQUIREMENTS: The duties of this position require frequent arm and leg movements to manipulate tractor controls. Laboring aspects of the work involves very heavy physical effort in lifting and moving objects over 80 lbs., e.g. bags of fertilizer and grain, etc.

WORKING CONDITIONS: Predominately outside work and is subject to all kinds of weather conditions, noise, and sever jolting from tractor equipment. Equipment and tools used require special alertness and care to avoid serious injury. Incumbent may be subject to dirt, dust, agricultural chemicals, and standing or sitting on a tractor for long periods of time. Must observe safety regulations where applicable. Incumbent must wear safety clothing and devices where applicable.

PHYSICAL EXAMINATION MAY BE REQUIRED PRIOR TO APPOINTMENT

CERTIFICATION/LICENSE REQUIREMENTS: All applicants **MUST** indicate possession of the following: **A valid State issued motor vehicle operator's license (Driver's License).** **YOU MUST SIGN AND DATE THE SUPPLEMENTAL QUESTIONNAIRE INDICATING THAT YOU POSSES A DRIVER'S LICENSE.** Applicants who fail to document proof of possession will not receive consideration for the position.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed below:

1. Ability to do the work of a Tractor Operator (SCREEN-OUT ELEMENT).
2. Ability to operate a tractor and attached or towed equipment
3. Work practices (including attaching and adjusting equipment and performing operator maintenance)
4. Ability to interpret and follow instructions.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 478-757-3000 or TDD 478-744-2299. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletin 03-402, which may be found at: http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and

- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)

- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)
- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, "Category".)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)

- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

SUPPLEMENTAL QUESTIONNAIRE

NAME:

SSN:

SUPPLEMENTAL QUESTIONNAIRE for Tractor Operator ARS-X5E-0104- (Required as part of Job Application)

Answers may be written on this form or on separate sheets of plain or lined paper.

ELEMENT 1: ABILITY TO DO THE WORK OF A TRACTOR OPERATOR (SCREEN-OUT ELEMENT).

1. List and describe some of the most difficult tasks you have done as a Tractor Operator:

Example 1)

Example 2)

Example 3)

2. Please check the appropriate box that applies to each question:

a. Does your current (or did your most recent) supervisor usually...

☐ ...give you instructions for each step of a task or job, one step at a time?

☐ ...give you general instructions covering several steps?

☐ ...give you a general outline of the goals or purpose of the task or job, and allow you to make decisions about how to do the work?

b. Have you ever supervised other employees? (check more than one box, if appropriate)

☐ YES, but only for specific tasks or projects.

☐ YES, for short periods of time when my supervisor has been absent.

☐ YES, as a lead worker or crew leader.

☐ YES, on an extended basis as an official Supervisor or Foreman.

☐ NO

c. Have you ever been responsible for directing or coordinating a work project?

☐ YES ☐ NO

If YES, how often? ☐ frequently ☐ occasionally ☐ hardly ever

d. Have you had safety training covering tractor operation?

☐ YES ☐ NO

e. Have you ever had to keep records of work performed, materials, equipment, maintenance records, etc.?

☐ YES ☐ NO

If YES, give details of types of records you kept:

ELEMENT 6-A: ABILITY TO OPERATE A TRACTOR AND ATTACHED OR TOWED EQUIPMENT.

1. Indicate YES or NO, if you have had experience doing the following:

- a. Laying out, plowing, cultivating, etc., small experimental field plots from only broad oral instructions?
 - b. Operating field-type tractor and attachments or towing farm equipment/implements on rough or steep terrain? (example, front-end loader, contour plowing, etc.)
 - c. Operating field-type tractor and attachments or towing farm equipment/implements on level or rolling terrain? (example, mowing, plowing, spraying, etc.)
 - d. Using tractor and equipment in confined areas and difficult situations such as around trees, shrubs, in mud and snow?
2. List the vehicles you have operated and the equipment you have used that apply to this position. (for example, types of farm/field tractors and implements, mowers, pickup trucks, etc.)
3. List the job-related equipment for which you have trained or instructed others. (for example, farm tractors, motor vehicles, etc.)

ELEMENT 25-A: WORK PRACTICES (INCLUDING ATTACHING AND ADJUSTING EQUIPMENT AND PERFORMING OPERATOR MAINTENANCE).

1. In your present (or most recent) job, what kind of instructions do you usually receive from your supervisor?
- | | |
|--|---|
| <input type="checkbox"/> oral/spoken | <input type="checkbox"/> written |
| <input type="checkbox"/> detailed instructions | <input type="checkbox"/> general instructions |
2. Have you ever had to make emergency repairs or adjustments to vehicles or equipment? ☐ NO ☐ YES
If YES, list the type(s) of equipment.
3. Are you able to do the following without close supervision? Also indicate if you have instructed others in these same work practices.
- | | <u>Have Done</u> | <u>Have Instructed Others</u> |
|---|------------------|-------------------------------|
| a. Attach hydraulic and mechanical power accessories to tractor such as mooring cables and brake and steering equipment. | | |
| b. Perform routine tractor maintenance, such as oil changes and parts lubrication/grease application. | | |
| c. Adjust equipment when changes in depth of plowing or cutting, amount of fertilizer or seeds dispensed, etc., are needed while doing a job. | | |
| d. Routine labor work such as loading and unloading trucks, using hand tools, etc. | | |
| e. Fill out written records of equipment usage, mileage, etc. | | |

ELEMENT 75-C: ABILITY TO INTERPRET AND FOLLOW INSTRUCTIONS (AND OTHER COMBINED ELEMENTS).

1. What is the longest period of time you have worked for one person, a company, or government agency?
- | | | | |
|---|-----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> less than 6 months | <input type="checkbox"/> 6 months | <input type="checkbox"/> 1 to 2 years | <input type="checkbox"/> more than 2 years |
|---|-----------------------------------|---------------------------------------|--|

2. Have you had any accidents in the last 5 years?

- | | | |
|--|------------------------------|-----------------------------|
| a. Operating a motor vehicle or tractor? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. Operating power equipment? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. Working with hand tools? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If YES, tell what type of vehicle or equipment, and what happened.

3. How often have you done the following?

Frequently Occasionally Hardly Ever

- a. Completed a job after only a few oral instructions are given?
- b. Worked from written instructions only?
- c. Interpreted technical instructions such as manufacturer's specifications or repair manuals to adjust equipment or determine repair parts required?
- d. Explained work assignments or a technical nature to others?
- e. Worked from known procedures including working in response to hand or light signals?
- f. Selected the tools or equipment to use for the job to be done?
- g. Adjusted equipment when necessary without prior instructions or without consulting your supervisor?
- h. Worked in a job where you had to observe safety rules to avoid injury to yourself or coworkers? (for example, lifting, handling material or equipment, using dangerous equipment, etc.)

4. Give the number of days absent from work for sickness or injury in the past year:

____ 0 days ____ 1-6 days ____ 7-12 days ____ 13-20 days ____ more than 20 days

I certify that, to the best of my knowledge and belief, all of the above information on this Supplemental Questionnaire is true, correct, complete, and made in good faith.

Signature of Applicant

Date

I CERTIFY THAT I POSSES A VALID, STATE-ISSUED MOTOR VEHICLE OPERATOR'S LICENSE (DRIVERS LICENSE)

NAME _____ **DATE** _____